



Copy

NAME		PERIOD COVERED			
		DUE IN PERSONNEL		TYPE	STATUS CODE
MARTIN	NANCY C	04-19-2004		A	CB
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)		
104631	JUDICIAL DEPARTMENT				
JOB TITLE	HIRE DATE		STATUS DATE	ANN DATE	
00013 MUNICIPAL COURT ADMINISTRATOR	01-16-2004			01/16	

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE	CHECK APPROPRIATE RATING		
1	2	3	
TASK 1: COMMENTS As much as she is able to, Nancy has done her best to help with the new computer system. Nancy has done the	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TASK 2: COMMENTS oversees Municipal Court operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TASK 3: COMMENTS Nancy manages and oversees the finance, salaries and adversary proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TASK 4: COMMENTS manages magistrates and clerks employment and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 5: COMMENTS assist public outside agencies and department employees with their employees who appear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TASK 6: COMMENTS employees who appear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 7: COMMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 8: COMMENTS all Municipal Court activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TASK 9: COMMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 10: COMMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUMBER OF TASKS RATED ON:	5	11	TOTAL RATING SECTION I

SECTION II - TO BE COMPLETED) EVALUATING SUPERVISOR

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

1. QUALITY OF WORK COMMENTS: <i>So far, Nancy's quality seems to be except for</i>	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
2. INITIATIVE COMMENTS: <i>Nancy has shown initiative in initiating new prices where needed.</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
3. COOPERATION COMMENTS: <i>Nancy has been very cooperative with others</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
4. SAFETY CONSCIOUSNESS COMMENTS:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
5. QUANTITY OF WORK COMMENTS:	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
6. JOB KNOWLEDGE COMMENTS:	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
7. DEPENDABILITY COMMENTS: <i>Nancy has been very dependable</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
8. DEALING WITH THE PUBLIC COMMENTS: <i>Nancy deals regularly and nicely with the public.</i>	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
RECORD THE NUMBER OF TASKS ATED ON IN SECTION II HERE : 7	RECORD TOTAL RATING FOR SECTION II HERE : 18

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

D DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING. DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING	TASKS		HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I	11	5	2.4	
SECTION II +	7.8	10	2.6	
TOTAL =	18.8	15	2.6	

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

SECTION III (CONTINUED FROM PAGE 2)

EVALUATOR'S COMMENTS:

Overall Nancy has really got the ground put before her quickly and directly.

EVALUATING SUPERVISOR SIGNATURE

Yendy

DATE

04.19.04

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S COMMENTS:

REVIEWER'S SIGNATURE

Yendy M

DATE

04.19.04

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES NO

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY SIGNATURE

Amberlynn Yendy

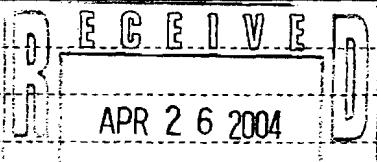
MAY 06 2004

DATE

4/21/04

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:



DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE

Nancy C. Martin

DATE

4/21/04

EVALUATING SUPERVISOR SIGNATURE

DATE

SECTION VII - TO BE COMPLETED BY PERSONNEL

TYPE / TYPE OF NEXT EVALUATION: DATE	7-26-04	TYPE:	D
SCORE	2.42	AVERAGE	
STATUS CODE			
REGULAR STATUS EFFECTIVE DATE		AS400	MM